

Parkwood/Fairview Mennonite Homes

Board Agenda

**Thursday, November 23, 2017 @ 5:30 pm
Parkwood Mennonite Home**

Welcome, Call to Order and Agenda Review

Doug Shantz

Devotions (*Next Meeting: Gloria Dirks*)

Bob Shantz

Joint Agenda

Anniversary Planning

Tim Kennel

Orientation Committee

Nancy Mann

December Meeting

Doug Shantz

Parkwood

Minutes of October 26th Meeting

Doug Shantz

Reports

- Executive Director
- Cheque Registers

Tim Kennel

Brent Martin

Fairview

Minutes of October 26th Meeting

Doug Shantz

Reports

- Executive Director
- Cheque Registers

Tim Kennel

Brent Martin

Adjourn

In Camera

2017 Dates to Remember

Thursday, November 30th

Thursday, December 14th

FMH Staff Christmas Dinner @ GVGCC

PMH Staff Christmas Lunch

PARKWOOD MENNONITE HOMES

BOARD of DIRECTORS MEETING MINUTES # 2017 – 235 October 26, 2017

Present: Gloria Dirks
Kaye Rempel
Nancy Mann
Fred Schiedel
Doug Shantz
Ed Nowak
Jennifer Krotz
Marion Good

Absent: Bob Shantz

Staff: Tim Kennel, Brent Martin

A. CONTEXT OF THE MEETING

1. Opening:

Doug Shantz called the meeting to order at 7:30 p.m.

2. Devotions:

Relating to his own personal struggles, Doug shared with us to remember to try and continue to put our trust in the Lord to guide our lives; surrender and let God take over. Doug read Psalm 62 vs 5 – 8 and closed in prayer.

B. JOINT AGENDA

1. PROPERTY INSURANCE - HUB

Tim Kennel

Mona Krolak and Denise Kwan from HUB provided a very good insurance presentation showing excellent coverage for both the Board members and the organization overall.

2. REPORT FROM QUALITY & SAFETY

Kaye Rempel

Kaye provided a revised report to the members and reviewed the Resident Quality Inspection by the Ministry of Health at Fairview. The results included 13 written notifications, 10 voluntary plans of correction and no compliance orders. All will be addressed by the Director of Care.

Quality & Safety shared a revised Key Performance Indicator Report; Kaye and Tim will work with Barb to complete.

3. ANNIVERSARY PLANNING (Oct 22)

Tim Kennel

Tim provided the Board with an update on plans. The project to be supported at the event will be increasing Dementia care at both Fairview and Parkwood. Spencer West of ME to We has been contracted as the evening's guest speaker.

Doug asked the Board members to go after their own corporate contacts for donations.

4. CHRISTMAS BONUS *Tim Kennel*

For many years we have provided President’s Choice gift cards to Parkwood staff members from the Board based on the following schedule:

Employed less than one year	\$15-\$25 (Prorated)
Employed 1 year or more, less than 5	\$35
Employed 5 years or more, less than 10	\$45
Employed more than 10 years	\$55

Motion to approve this year’s bonuses by Kaye Rempel
Seconded by Ed Nowak

Carried

5. FINANCIAL STATEMENT FORMAT *Brent Martin*

Brent reviewed the new draft format
Columns will be added to the colored Summary page.

6. ORIENTATION COMMITTEE *Nancy Mann*

Nancy Mann led a discussion on the revised Orientation Policy.
Once the orientation session and the tour are scheduled for a new board member, the board will be notified if they would like to attend.
Should the Board Chair attend; can he designate someone?
Does the Finance Director attend the session?
A mentor for a new member should be assigned at the June meeting; Should the mentor attend the orientation session and tour?
Nancy will revise # 4 - change OANHSS to Advantage Ontario.

To be further discussed at next meeting for final approval.

C. NEAR TERM ISSUES AND REPORTING:

1. Minutes of Meeting #2017-234:

Strategic Plan Review – Remove ‘until Marion is back at our next meeting in October as she had some questions’.

Quality and Safety – Kaye and Jennifer will continue on as members.

The minutes of the meeting #2017- 234 dated September 28, 2017 were reviewed and accepted on motion by Fred Schiedel

Seconded by Gloria Dirks

Carried

2. Executive Director's Report:

NURSE PRACTITIONER:

Elissa Bell has started her orientation at Parkwood. She has been kept busy attending the Palliative Care program at PMH, PIECES Training, orientation with other NP's working in LTC, spending time with a geriatric specialist through CCAC, and also a few days with Dr. Grant. In November she will be orienting at The Elliott.

LEADERSHIP SKILLS:

The RN's and RPN's from FMH and PMH have now completed the Leadership series. This educational program helped the nurses build their leadership skills, helped in goal setting and improved communication.

FREEZER WORK:

This is ongoing; now waiting for the final concrete pour. We are using a rental freezer trailer located just outside the kitchen and that is working well for us. We need to wait for the concrete to cure which could be another 4 weeks before we begin using the freezer again.

CHALLENGING RESIDENT:

A Bauman Homestead resident is very challenging. Her behaviour includes yelling (16 hours/day), striking out at anything which has resulted in extreme bruising to her hands and arms and constantly trying to tear things apart. She was at Freeport for a 60-day assessment. On her return she is worse and now due to her restraints at Freeport is no longer able to walk.

She requires one-to-one coverage. We remove her from her home area during the day due to her constant screaming and pounding on things. She has been seen by pain management specialists, psycho geriatricians and the psycho geriatric nurses for assessment and recommendations. Their response is she has to progress through her dementia for these symptoms to diminish. She wears herself out on days and evenings so she does tend to sleep at night.

Other residents and their families are becoming extremely upset. This is a very sad case.

PSW SHORTAGE:

We are struggling with finding enough PSW's; this is new for Parkwood. The PSW training programs have a decreased enrollment so there are fewer available and hospitals are using more PSW's and paying significantly more.

SPASTICITY:

A Spasticity clinic is starting at Parkwood. A physician from Freeport attends the home and provides Botox injections to residents as the Botox helps to relieve contractures which improves range of motion and decreases pain.

FAMILIES:

We currently have three families who are very difficult to deal with. They have issues related to care and administration. Two of the three complaints have been made to the

October 26, 2017

Minutes – PMH Board of Directors Meeting #2017-235

MOHLTC. Complaints have been investigated and no findings have been issued to Parkwood (2 complaints investigated with the last RQI). I can give you more details at the next meeting.

The Executive Director's Report was accepted as presented on motion by Jennifer Krotz
Seconded by Gloria Dirks Carried.

3. Financial Update and Cheque Register:

The Cheque Register for the month of September 2017 was distributed for the Board's information.

The Financial Report was accepted as presented on motion by Marion Good
Seconded by Kaye Rempel Carried.

Motion to adjourn the meeting at 8:45 pm on motion by Fred Schiedel
Seconded by Nancy Mann Carried.

PARKWOOD MENNONITE HOME INC.

EXECUTIVE DIRECTOR REPORT

NOVEMBER, 2017

1. POINT OF CARE (POC):

PMH went live on November 1st with Point of Care documentation by the PSW's. The DOC reports that the implementation has 'gone really well'.

2. FREEZER:

The work is complete and the freezer is back in full operation. Staff managed very well using the exterior freezer unit; however, are much happier now that we are back to normal.

3. PEACE WEEK:

PMH is partnering with Southridge Public School in letter writing to students in grade 3 & 4. It has been great fun for the children and the Suites residents. Visits are also planned between the 2 groups.

4. INFECTION CONTROL:

We have been actively administering the flu vaccine to LTC residents, Suites and Garden Home residents, as well as to staff. This year's flu is predicted to be especially nasty (based largely on the flu in Australia). We are anxious to vaccinate as many as possible.

5. OPERATION CHRISTMAS CHILD:

Staff and residents both are actively involved in this program through Samaritans Purse. It is wonderful to see the resident participation, largely with family support.

BANK CODE : MSCU PARKWOOD MENNONITE HOME
 CHEQUE REGISTER FROM 01OCT17 TO 31OCT17

BANK.CODE	EFT FLAG	CHEQUE NO	MICR NUMBER	VENDOR NAME	DATE WRITTEN	CHEQUE AMT	VOID DATE	VOID AMT
MSCU	N	MMCU12634	12634	ESTATE OF INGE PITVOR	02 OCT 17	2198.58		0.00
MSCU	N	MMCU12635	12635	ESTATE OF ELSE ERMEL	04 OCT 17	1213.33		0.00
MSCU	N	MMCU12636	12636	ESTATE OF FRANK PENNER	04 OCT 17	1659.16		0.00
MSCU	N	MMCU12637	12637	ROGERS COMMUNICATIONS I NC.	04 OCT 17	3446.61		0.00
MSCU	N	MMCU12638	12638	BELL CANADA LTD.	04 OCT 17	607.59		0.00
MSCU	N	MMCU12639	12639	BELL MOBILITY	04 OCT 17	130.01		0.00
MSCU	N	MMCU12674	12674	BELL	17 OCT 17	34.97		0.00
MSCU	N	MMCU12675	12675	ESTATE OF INEZ WILSON	19 OCT 17	291650.00		0.00
MSCU	N	MMCU12676	12676	MDM GROUP INSURANCE PLA N	20 OCT 17	3732.59		0.00
MSCU	N	MMCU12715	12715	WASTE MANAGEMENT	27 OCT 17	2016.28		0.00
MSCU	N	MMCU171026 A	DD171026A	CUETS FINANCIAL - TW	26 OCT 17	154.02		0.00
MSCU	N	MMCUDD1710 02	DD171002	RECEIVER GENERAL FOR CA NADA	02 OCT 17	53764.22		0.00
MSCU	N	MMCUDD1710 03	DD171003	MDM GROUP INSURANCE PLA N	03 OCT 17	20190.39		0.00
MSCU	N	MMCUDD1710 05	DD171005	INDUSTRIAL ALLIANCE SER VICES	05 OCT 17	26390.13		0.00
MSCU	N	MMCUDD1710 06	DD171006	CUETS FINANCIAL - EP	06 OCT 17	3732.14		0.00
MSCU	N	MMCUDD1710 09	DD171009	CUETS FINANCIAL - JK	09 OCT 17	1930.27		0.00
MSCU	N	MMCUDD1710 11	DD171011	HOME DEPOT	11 OCT 17	1432.91		0.00
MSCU	N	MMCUDD1710 16	DD171016	RECEIVER GENERAL FOR CA NADA	16 OCT 17	52332.43		0.00
MSCU	N	MMCUDD1710 26	DD171026	WORKPLACE SAFETY AND IN SURANCE BOARD	26 OCT 17	11273.78		0.00
MSCU	N	MMCUDD1710 11A	DD171011A	MINISTER OF FINANCE - E HT	11 OCT 17	8442.65		0.00
MSCU	N	MMCUFF1710 05A	DD171005A	PETTY CASH	05 OCT 17	117.90		0.00
MSCU	N	SMCU19189	12640	ABELL PEST CONTROL INC.	10 OCT 17	359.66		0.00
MSCU	N	SMCU19190	12641	AGROPUR, DIVISION NATRE L	10 OCT 17	2069.28		0.00
MSCU	N	SMCU19191	12642	AMSTERDAM PRODUCTS	10 OCT 17	664.84		0.00
MSCU	N	SMCU19192	12643	ANN ALEXANDER	10 OCT 17	4097.90	10 OCT 17	4097.90
MSCU	N	SMCU19193	12644	ATOMIC PLUMBING & HEATI NG	10 OCT 17	1497.53		0.00
MSCU	N	SMCU19194	12645	CANADA BREAD CO. LTD. T 6249	10 OCT 17	134.01		0.00
MSCU	N	SMCU19195	12646	CARDINAL HEALTH CANADA INC.	10 OCT 17	4362.82		0.00
MSCU	N	SMCU19196	12647	CHECKERS CLEANING SUPPL Y	10 OCT 17	3395.33		0.00
MSCU	N	SMCU19197	12648	CONNIE WOLFE	10 OCT 17	74.85		0.00
MSCU	N	SMCU19198	12649	DOCUMENT IMAGING PARTNE RS INC.	10 OCT 17	71.91		0.00
MSCU	N	SMCU19199	12650	DON'S PRODUCE INC	10 OCT 17	708.20		0.00
MSCU	N	SMCU19200	12651	EILEEN FREEMAN R.D.	10 OCT 17	2988.00		0.00

PARKWOOD MENNONITE HOME
 CHEQUE REGISTER FROM 01OCT17 TO 31OCT17

BANK CODE : MSCU

BANK.CODE	EFT FLAG	CHEQUE NO	MICR NUMBER	VENDOR NAME	DATE WRITTEN	CHEQUE AMT	VOID DATE	VOID AMT
MSCU	N	SMCU19201	12652	FRID & RUSSELL BUSINESS PRODUCTS	10 OCT 17	465.76		0.00
MSCU	N	SMCU19202	12653	HUMANITY FUND	10 OCT 17	113.79		0.00
MSCU	N	SMCU19203	12654	JAMES D. ENGLISH, INTER N'L SEC/TREAS	10 OCT 17	4022.77		0.00
MSCU	N	SMCU19204	12655	JENNIFER KING	10 OCT 17	3780.61		0.00
MSCU	N	SMCU19205	12656	LAURA GORMAN	10 OCT 17	349.33		0.00
MSCU	N	SMCU19206	12657	LEILA GHAFER	10 OCT 17	90.00		0.00
MSCU	N	SMCU19207	12658	LIMERICK COMPUTER TECHN OLOGIES	10 OCT 17	6121.21		0.00
MSCU	N	SMCU19208	12659	MEGA-LAB MANUFACTURING CO. LTD.	10 OCT 17	1364.59		0.00
MSCU	N	SMCU19209	12660	NATASHA ROOPNARINE	10 OCT 17	837.40		0.00
MSCU	N	SMCU19210	12661	OTIS CANADA INC.	10 OCT 17	754.00		0.00
MSCU	N	SMCU19211	12662	SFI MEDICAL EQUIPMENT S OLUCTIONS	10 OCT 17	927.15		0.00
MSCU	N	SMCU19212	12663	SHALOM COUNSELLING SERV ICES	10 OCT 17	196.00		0.00
MSCU	N	SMCU19213	12664	SONIA BAUMAN	10 OCT 17	565.00		0.00
MSCU	N	SMCU19214	12665	SPAN MEDICAL PRODUCTS C ANADA, INC.	10 OCT 17	634.86		0.00
MSCU	N	SMCU19215	12666	ST. JACOBS PRINTERY LTD	10 OCT 17	1119.93		0.00
MSCU	N	SMCU19216	12667	STOP RESTAURANT SUPPLY	10 OCT 17	666.80		0.00
MSCU	N	SMCU19217	12668	SYSCO FOOD SERVICES	10 OCT 17	6618.54		0.00
MSCU	N	SMCU19218	12669	T.R. WEST INC.	10 OCT 17	1734.55		0.00
MSCU	N	SMCU19219	12670	TECHNICAL STANDARDS AND SAFETY AUTHORITY	10 OCT 17	210.00		0.00
MSCU	N	SMCU19220	12671	UNION GAS LIMITED	10 OCT 17	3524.38		0.00
MSCU	N	SMCU19221	12672	WESTBURNE RUDDY ELECTRI C	10 OCT 17	560.63		0.00
MSCU	N	SMCU19222	12677	AGROPUR, DIVISION NATRE L	25 OCT 17	3084.06		0.00
MSCU	N	SMCU19223	12678	AIRON HVAC AND CONTROL LTD.	25 OCT 17	1497.25		0.00
MSCU	N	SMCU19224	12679	ANN ALEXANDER	25 OCT 17	1047.46		0.00
MSCU	N	SMCU19225	12680	BEAGLE BENEFITS INC. IN TRUST	25 OCT 17	720.08		0.00
MSCU	N	SMCU19226	12681	BELL CANADA LTD.	25 OCT 17	832.06		0.00
MSCU	N	SMCU19227	12682	BRAK INNOVATIONS INC.	25 OCT 17	202.27		0.00
MSCU	N	SMCU19228	12683	CANADA BREAD CO. LTD. T 6249	25 OCT 17	623.22		0.00
MSCU	N	SMCU19229	12684	CANADIAN LAPEL PINS	25 OCT 17	464.03		0.00
MSCU	N	SMCU19230	12685	CARDINAL HEALTH CANADA INC.	25 OCT 17	8153.05		0.00
MSCU	N	SMCU19231	12687	CHECKERS CLEANING SUPPL Y	25 OCT 17	673.20		0.00
MSCU	N	SMCU19232	12688	COMPU-SOLVE TECHNOLOGIE S INC	25 OCT 17	448.38	25 OCT 17	448.38
MSCU	N	SMCU19233	12689	DELTA ELEVATOR COMPANY LTD.	25 OCT 17	484.86	25 OCT 17	484.86
MSCU	N	SMCU19234	12690	DON'S PRODUCE INC	25 OCT 17	1571.16		0.00

PARKWOOD MENNONITE HOME
 CHEQUE REGISTER FROM 01OCT17 TO 31OCT17

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BANK.CODE	EFT FLAG	CHEQUE NO	MICR NUMBER	VENDOR NAME	DATE WRITTEN	CHEQUE AMT	VOID DATE	VOID AMT
MSCU	N	SMCU19235	12691	DR. DAVID GRANT	25 OCT 17	774.05		0.00
MSCU	N	SMCU19236	12692	ELISSA BELL	25 OCT 17	195.00		0.00
MSCU	N	SMCU19237	12693	FRED ZEHR	25 OCT 17	510.00		0.00
MSCU	N	SMCU19238	12694	FRID & RUSSELL BUSINESS PRODUCTS	25 OCT 17	931.36		0.00
MSCU	N	SMCU19239	12695	JENNY TURNER- WALSH	25 OCT 17	540.00		0.00
MSCU	N	SMCU19240	12696	LIFE LABS	25 OCT 17	575.00		0.00
MSCU	N	SMCU19241	12697	MITCHELL PROPERTY MAINT ENANCE INC.	25 OCT 17	4511.61		0.00
MSCU	N	SMCU19242	12698	NELLA CUTLERY INC.	25 OCT 17	18.00		0.00
MSCU	N	SMCU19243	12699	POINTCLICKCARE TECHNOLOGIES INC.	25 OCT 17	1564.79		0.00
MSCU	N	SMCU19244	12700	PRIMUS CANADA	25 OCT 17	1304.96		0.00
MSCU	N	SMCU19245	12701	RIEPERT SALT & SUPPLIES INC.	25 OCT 17	370.19		0.00
MSCU	N	SMCU19246	12702	ROGERS COMMUNICATIONS INC.	25 OCT 17	3503.09		0.00
MSCU	N	SMCU19247	12703	SHRED-IT INTERNATIONAL ULC	25 OCT 17	432.27		0.00
MSCU	N	SMCU19248	12704	SONIA BAUMAN	25 OCT 17	265.00		0.00
MSCU	N	SMCU19249	12705	STOP RESTAURANT SUPPLY	25 OCT 17	534.90		0.00
MSCU	N	SMCU19250	12706	SUNRISE JUICES LTD	25 OCT 17	1747.75		0.00
MSCU	N	SMCU19251	12707	SWAN DUST CONTROL LIMITED	25 OCT 17	58.20		0.00
MSCU	N	SMCU19252	12708	SYSCO FOOD SERVICES	25 OCT 17	17515.33		0.00
MSCU	N	SMCU19253	12710	T.R. WEST INC.	25 OCT 17	2570.75		0.00
MSCU	N	SMCU19254	12711	UTC FIRE & SECURITY CANADA	25 OCT 17	1655.45		0.00
MSCU	N	SMCU19255	12712	WATERLOO NORTH HYDRO	25 OCT 17	14843.59		0.00
MSCU	N	SMCU19256	12713	WILFRID LAURIER UNIVERSITY	25 OCT 17	250.00		0.00
MSCU	N	SMCU19257	12714	WILLOWDALE PHYSIOTHERAPY CLINIC	25 OCT 17	6668.00		0.00
MSCU	N	SMCU19258	12716	BELL MOBILITY	31 OCT 17	112.77		0.00
MSCU	N	SMCU19259	12717	CITY OF WATERLOO, THE	31 OCT 17	7348.28		0.00
MSCU	N	SMCU19260	12718	PAUL DICKSON	31 OCT 17	1350.35		0.00

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93 records listed.

FAIRVIEW MENNONITE HOMES

BOARD of DIRECTORS MEETING MINUTES # 2017 – 550 October 26, 2017

Present: Gloria Dirks
Kaye Rempel
Nancy Mann
Fred Schiedel

Doug Shantz
Ed Nowak
Jennifer Krotz
Marion Good

Absent: Bob Shantz

Staff: Tim Kennel, Brent Martin

A. CONTEXT OF THE MEETING

1. Opening:

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B. JOINT AGENDA

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2. REPORT FROM QUALITY & SAFETY

Kaye Rempel

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Quality & Safety shared a revised Key Performance Indicator Report; Kay and Tim will work with Barb to complete.

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Tim Kennel

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Motion to approve this year’s bonuses by Kaye Rempel
 Seconded by Ed Nowak Carried.

5. FINANCIAL STATEMENT FORMAT *Brent Martin*

Brent reviewed the new draft format
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6. ORIENTATION COMMITTEE *Nancy Mann*

Nancy Mann led a discussion on the revised Orientation Policy.
 Once the orientation session and the tour are scheduled for a new board member, the board will be notified if they would like to attend.
 Should the Board Chair attend; can he designate someone?
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 A mentor for a new member should be assigned at the June meeting; should the mentor attend the orientation session and tour?
 Nancy will revise # 4 - change OANHSS to Advantage Ontario.

To be further discussed at next meeting for final approval.

C. NEAR TERM ISSUES AND REPORTING:

1. Minutes of Meeting #2017-549:

Strategic Plan Review – Remove ‘until Marion is back at our next meeting in October as she had some questions’.

Quality and Safety – Kaye and Jennifer will continue on as members.

The minutes of the meeting #2017-549 dated September 28, 2017 were reviewed and accepted on motion by Gloria Dirks
 Seconded by Nancy Mann Carried.

2. Executive Director’s Report:

EVACUATION DRILLS:

Drills were done in LTC and the Suites in September. They were both completed successfully and well within the time periods established by the local fire department.

INTERIOR UPDATES:

The third and fourth floors in the Fairview Apartments are having the carpet replaced during the week of October 23rd.

The staff entrance stairway has also been renewed and looks much better.

EXTERIOR UPDATES:

Exterior lights on poles and bollards are all being replaced with new energy efficient lighting.

Work will also begin Monday, October 30th on new energy efficient thermostats in the Fairview Apartments which, in conjunction with the new windows, should greatly reduce our energy costs.

HOARDER:

The final tally has been made regarding the costs associated with the redecorating and rebuilding work in the apartment and the lost rental revenue, as well as our staffing costs to manage the resident through to the end of the refurbishment project.

The total cost is \$24,437.83

STAFF RETIREMENT:

Fairview’s LTC Clinical Coordinator, Julie Kane, is retiring; her last day will be December 15th.

PRESTON SCHOOL HOUSE:

We have recently had two deaths at PSA, on the same day.

An eviction notice has gone out to a PSA resident who is a heavy smoker; there will be significant clean up required in his apartment.

The Executive Director’s Report was accepted as presented on motion by Jennifer Krotz

Seconded by Fred Schiedel

Carried.

3. Financial Update and Cheque Register:

The Cheque Register for the month of September 2017 was distributed for the Board’s information.

The Financial Report was accepted as presented on motion by Ed Nowak

Seconded by Marion Good

Carried.

4. Other:

Ed suggested we consider bringing the Villas under the HUB Insurance umbrella.

Tim will pick up another Imperfect Board member book.

Nancy advised of an upcoming Spirituality and Aging Seminar: The Need for a Spiritual Revolution in Residential Care being held on Friday, November 17th at Conrad Grebel University.

Motion to adjourn the meeting at 9:15 pm by Fred Scheidel

Seconded by Jennifer Krotz

Carried.

FAIRVIEW MENNONITE HOMES
EXECUTIVE DIRECTOR'S REPORT

NOVEMBER, 2017

1. SPARKROCK:

Brent and our business office staff have been training on our new accounting software. The new system, when fully implemented, should be easier to use and much more comprehensive than the system available to us through Gold Care.

2. ENERGY EFFICIENCY PROJECTS:

The new temperature control system in the Fairview Apartments is now fully installed. The installation took about twice as long as planned but it went very well. Our maintenance staff did a wonderful job of assisting.

3. HANDICRAFT SALE:

Our sale is scheduled for Saturday, November 18th from 9:00 AM to 1:00 PM. The Craft rooms have been a beehive of activity for months and residents are excitedly anticipating a good sale. The Fairview sale has been held annually since its inception in 1961.

4. DIRECTOR OF CARE:

Penny Fox has begun a program of study through Silver Meridian. This course is specifically designed for new Directors of Care. Part 2 of this program will commence in January 2018. Penny has settled in to her position very well.

5. PROGRAM STAFF:

2 staff are away this week attending the OACAO (Older Adult Centres Association of Ontario) Conference in Toronto. We have been involved with OACAO for many years and the conference is an excellent resource for us to share and receive information on programs relevant to today's seniors.

6. FAIRVIEW FLU CLINICS:

The clinics have been very well received by residents and staff. We are still trying to coordinate the clinic for Fairview Apartment residents.

7. JIM REUSSER:

Reverend Jim Reusser passed away on Thursday, September 28th at the age of 88. Jim and his wife, Helen, had lived at Parkwood for the past 3 years. I had the pleasure of working with Jim from 1983 to 1996 when he was the Admissions Coordinator on a part-time basis while he and Helen also served Mannheim Mennonite Church

8. MOHLTC Inspection:

We were visited for 2 days by a Ministry Inspector early in November. She was here to investigate some aspects of an incident that occurred in December 2015 which was previously reviewed by the Ministry. There were no written notifications that came out of the first investigation.

Executive Director's Report
November, 2017

2

The daughter of the resident (resident died 4 days after entering hospital) has launched a lawsuit and we believe is hoping to build her case through the most recent investigation. We are being represented by the Evangelista legal firm that has been retained by our insurance company.

BANK CODE : BMO
 FAIRVIEW MENNONITE HOME
 CHEQUE REGISTER FROM 01OCT17 TO 31OCT17

BANK.CODE	EFT FLAG	CHEQUE NO	MICR NUMBER	VENDOR NAME	DATE WRITTEN	CHEQUE AMT	VOID DATE	VOID AMT
BMO	N	MSYS018227	18227	WORKPLACE SAFETY & INSURANCE BOARD	18 OCT 17	12853.79		0.00
BMO	N	MSYS018228	018228	DAVID PIKE	04 OCT 17	100.00		0.00
BMO	N	MSYS18308	18308	STEPHANIE SILVA	05 OCT 17	504.08		0.00
BMO	N	MSYS18309	18309	NAVJOT GREWAL	12 OCT 17	1589.66		0.00
BMO	N	MSYS18315	18315	ESTATE OF AUDREY BISHOP	12 OCT 17	2464.45		0.00
BMO	N	MSYS18372	18372	PETTY CASH	18 OCT 17	275.05		0.00
BMO	N	MSYS18373	18373	ME TO WE LEADERSHIP INC	23 OCT 17	4802.50		0.00
BMO	N	MSYS018378	18378	PETTY CASH	31 OCT 17	265.25		0.00
BMO	N	MSYSDD171003	DD171003	MDM GROUP INSURANCE PLAN	03 OCT 17	12035.50		0.00
BMO	N	MSYSDD171005	DD171005	INDUSTRIAL ALLIANCE SERVICES	05 OCT 17	30222.58		0.00
BMO	N	MSYSDD171011	DD171011	RECEIVER GENERAL FOR CANADA	11 OCT 17	57052.78		0.00
BMO	N	MSYSDD171012	DD171012	MINISTER OF FINANCE - EIGHT	12 OCT 17	8711.36		0.00
BMO	N	MSYSDD171019	DD171019	CUETS FINANCAIL - HE	19 OCT 17	602.11		0.00
BMO	N	MSYSDD171024	DD171024	RECEIVER GENERAL FOR CANADA	24 OCT 17	61732.66		0.00
BMO	N	MSYSDD171005A	DD171005A	INDUSTRIAL ALLIANCE SERVICES	05 OCT 17	2700.87	05 OCT 17	2700.87
BMO	N	MSYSDD171019A	DD171019A	CUETS FINANCIAL - CN	19 OCT 17	564.28		0.00
BMO	N	MSYSDD171005B	171005B	INDUSTRIAL ALLIANCE SERVICES	05 OCT 17	2700.87		0.00
BMO	N	MSYSDD171026B	DD171026B	CUETS FINANCIAL - TK	26 OCT 17	89.92		0.00
BMO	N	SSYS33642	18229	AAA AIR CONDITIONING INC.	04 OCT 17	108.48		0.00
BMO	N	SSYS33643	18230	AAA STEAM CARPET CLEANING LTD.	04 OCT 17	4941.49		0.00
BMO	N	SSYS33644	18231	AGE-WISE SOLUTIONS INC.	04 OCT 17	1140.00		0.00
BMO	N	SSYS33645	18232	AGROPUR, DIVISION NATUREL	04 OCT 17	1152.16		0.00
BMO	N	SSYS33646	18233	ALPINE SPECIALTY CHEMICALS LIMITED	04 OCT 17	951.95		0.00
BMO	N	SSYS33647	18234	ALTUS BUSINESS CONSULTANTS LTD	04 OCT 17	2830.00		0.00
BMO	N	SSYS33648	18235	AMRE SUPPLY (ONTARIO) LTD.	04 OCT 17	933.15		0.00
BMO	N	SSYS33649	18236	AUDREY WISMER	04 OCT 17	83.95		0.00
BMO	N	SSYS33650	18237	BARB MONTAGUE	04 OCT 17	681.38		0.00
BMO	N	SSYS33651	18238	BRENT MARTIN	04 OCT 17	1636.31		0.00
BMO	N	SSYS33652	18239	CAMBRIDGE COMMUNITY CALLED GROUP	04 OCT 17	1211.00		0.00
BMO	N	SSYS33653	18240	CAMBRIDGE SMALL MOTORS INC.	04 OCT 17	22.49		0.00
BMO	N	SSYS33654	18241	CANADA BREAD CO. LTD. T6249	04 OCT 17	129.20		0.00

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BANK.CODE	EFT FLAG	CHEQUE NO	MICR NUMBER	VENDOR NAME	DATE WRITTEN	CHEQUE AMT	VOID DATE	VOID AMT
BMO	N	SSYS33655	18242	CANADA BREAD T6249 **	04 OCT 17	24.46		0.00
BMO	N	SSYS33656	18243	CARDINAL HEALTH CANADA INC.	04 OCT 17	8095.37		0.00
BMO	N	SSYS33657	18244	CARRIAGE HOUSE PRINTERS LTD (THE)	04 OCT 17	84.83		0.00
BMO	N	SSYS33658	18245	CLASSICAL KEYS	04 OCT 17	150.00		0.00
BMO	N	SSYS33659	18246	COINAMATIC COMMERCIAL L AUNDDRY INC.	04 OCT 17	192.05		0.00
BMO	N	SSYS33660	18247	COLLEEN ZUBRIGG	04 OCT 17	100.00		0.00
BMO	N	SSYS33661	18248	COSMOPROF BEAUTY SUPPLY	04 OCT 17	196.62		0.00
BMO	N	SSYS33662	18249	DAVE BECHTEL	04 OCT 17	97.50		0.00
BMO	N	SSYS33663	18250	DAVID EPP-STOBBE	04 OCT 17	153.68		0.00
BMO	N	SSYS33664	18251	DAVID STIFF	04 OCT 17	100.00		0.00
BMO	N	SSYS33665	18252	DELOITTE MANAGEMENT SER VICES LP	04 OCT 17	1450.92		0.00
BMO	N	SSYS33666	18253	DELTA ELEVATOR	04 OCT 17	3780.98		0.00
BMO	N	SSYS33667	18254	DOCUMENT IMAGING PARTNE RS	04 OCT 17	853.59		0.00
BMO	N	SSYS33668	18255	DON ROBERTSON	04 OCT 17	180.00		0.00
BMO	N	SSYS33669	18256	DOROTHY HOYT	04 OCT 17	113.29		0.00
BMO	N	SSYS33670	18257	DOUG SHANTZ	04 OCT 17	40.00		0.00
BMO	N	SSYS33671	18258	DR. J. W. BAKER	04 OCT 17	1326.25		0.00
BMO	N	SSYS33672	18259	EARL GERBER	04 OCT 17	320.00		0.00
BMO	N	SSYS33673	18260	ENERGY + INC.	04 OCT 17	35906.87		0.00
BMO	N	SSYS33674	18261	FLANAGAN FOODSERVICE IN C.	04 OCT 17	13020.25		0.00
BMO	N	SSYS33675	18262	FRAN ISLEY INCORPORATED	04 OCT 17	6085.05		0.00
BMO	N	SSYS33676	18263	FRID AND RUSSELL BUSINE SS PRODUCTS	04 OCT 17	610.51		0.00
BMO	N	SSYS33677	18264	G&K SERVICES CANADA INC	04 OCT 17	727.02		0.00
BMO	N	SSYS33678	18265	GAYE SCHIEDEL	04 OCT 17	193.80		0.00
BMO	N	SSYS33679	18266	GERRIE ELECTRIC WHOLESA LE LIMITED	04 OCT 17	398.78		0.00
BMO	N	SSYS33680	18267	GNXCOR INC.	04 OCT 17	258.04		0.00
BMO	N	SSYS33681	18268	GOLDEN TRIANGLE TAXI	04 OCT 17	81.00		0.00
BMO	N	SSYS33682	18269	HEATHER CONGDON	04 OCT 17	113.89		0.00
BMO	N	SSYS33683	18270	HELEN STEPHENS	04 OCT 17	65.00		0.00
BMO	N	SSYS33684	18271	HOME CARE ASSISTANCE WA TERLOO	04 OCT 17	11395.60		0.00
BMO	N	SSYS33685	18272	HOME DEPOT CREDIT SERVI CES	04 OCT 17	92.82		0.00
BMO	N	SSYS33686	18273	HUBERT HYNES	04 OCT 17	70.00		0.00
BMO	N	SSYS33687	18274	INGRID PFOHL	04 OCT 17	116.31		0.00
BMO	N	SSYS33688	18275	JACK DEEMERT	04 OCT 17	977.45		0.00
BMO	N	SSYS33689	18276	JOE PASSION	04 OCT 17	130.00		0.00
BMO	N	SSYS33690	18277	LIFELABS	04 OCT 17	325.00		0.00
BMO	N	SSYS33691	18278	MAXX GLOBAL NETWORKS IN C.	04 OCT 17	2041.92		0.00
BMO	N	SSYS33692	18279	MEGA-LAB MANUFACTURING CO. LTD	04 OCT 17	1654.71		0.00
BMO	N	SSYS33693	18280	MENNONITE CENTRAL COMMI	04 OCT 17	295.35		0.00

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BMO	N	SSYS33694	18281	TEE MIP, INC.	04 OCT 17	379.72		0.00
BMO	N	SSYS33695	18282	NELLA CUTLERY (HAMILTON) INC.	04 OCT 17	25.00		0.00
BMO	N	SSYS33696	18283	NORBERTA TAVARES	04 OCT 17	396.00		0.00
BMO	N	SSYS33697	18284	PAUL HOCK	04 OCT 17	150.00		0.00
BMO	N	SSYS33698	18285	PAULETTE DAWSON	04 OCT 17	80.00		0.00
BMO	N	SSYS33699	18286	PRESTON TOWNE HOME HARD WARE	04 OCT 17	715.57		0.00
BMO	N	SSYS33700	18287	PURULATOR INC	04 OCT 17	28.19		0.00
BMO	N	SSYS33701	18288	RELIANCE HOME COMFORT	04 OCT 17	349.17		0.00
BMO	N	SSYS33702	18289	REV MARK KITZMAN	04 OCT 17	100.00		0.00
BMO	N	SSYS33703	18290	RICHARDSON FIRE SYSTEMS INC	04 OCT 17	996.10		0.00
BMO	N	SSYS33704	18291	RIEPERT SALT & SUPPLIES INC.	04 OCT 17	401.83		0.00
BMO	N	SSYS33705	18292	RYAN RATTIE	04 OCT 17	144.64		0.00
BMO	N	SSYS33706	18293	SAMARITAN'S PURSE	04 OCT 17	289.45		0.00
BMO	N	SSYS33707	18294	SCHINDLER ELEVATOR CORP ORATION	04 OCT 17	1085.02		0.00
BMO	N	SSYS33708	18295	SIGNMAKERS	04 OCT 17	24.97		0.00
BMO	N	SSYS33709	18296	SUPREME STEAM KLEAN	04 OCT 17	576.30		0.00
BMO	N	SSYS33710	18297	SYLVIA TSANDELIS	04 OCT 17	106.13		0.00
BMO	N	SSYS33711	18298	SYSCO SOUTHWESTERN ONTA RIO	04 OCT 17	2229.75		0.00
BMO	N	SSYS33712	18299	THERM-ALL HEATING COOLI NG REFRIGERATION INC.	04 OCT 17	418.10		0.00
BMO	N	SSYS33713	18300	THYSSENKRUPP ELEVATOR	04 OCT 17	986.03		0.00
BMO	N	SSYS33714	18301	TIM THE KEY MAN	04 OCT 17	176.28		0.00
BMO	N	SSYS33715	18302	TIMOTHY KENNEL	04 OCT 17	945.00		0.00
BMO	N	SSYS33716	18303	TOM GOWING WATER TREATM ENT	04 OCT 17	2405.01		0.00
BMO	N	SSYS33717	18304	TRANSIT - HOGG FUEL & S UPPLY LIMITED	04 OCT 17	25.73		0.00
BMO	N	SSYS33718	18305	WASTE SOLUTIONS CANADA	04 OCT 17	1362.31		0.00
BMO	N	SSYS33719	18306	WILL STOLTZ	04 OCT 17	105.09		0.00
BMO	N	SSYS33720	18307	WILLOWDALE PHYSIOTHERAP Y SERVICES	04 OCT 17	5572.00		0.00
BMO	N	SSYS33721	18310	ANNEKE HART	10 OCT 17	1176.33		0.00
BMO	N	SSYS33722	18311	CORP OF CITY OF CAMBRID GE	10 OCT 17	180.90		0.00
BMO	N	SSYS33723	18312	JIM WILLIAMS	10 OCT 17	262.64		0.00
BMO	N	SSYS33724	18313	SARAH FEENEY - MARTIN	10 OCT 17	300.94		0.00
BMO	N	SSYS33725	18314	UNION GAS LIMITED	10 OCT 17	4394.68		0.00
BMO	N	SSYS33726	18316	AAA STEAM CARPET CLEANI NG LTD.	17 OCT 17	254.25		0.00
BMO	N	SSYS33727	18317	AGROPUR, DIVISION NATRE L	17 OCT 17	2159.66		0.00
BMO	N	SSYS33728	18318	ALPINE SPECIALTY CHEMIC ALS LIMITED	17 OCT 17	1205.36		0.00
BMO	N	SSYS33729	18319	ALTUS BUSINESS CONSULTA NTS LTD	17 OCT 17	4260.00		0.00

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BMO	N	SSYS33730	18320	ALZHEIMER SOCIETY OF CA NADA	17 OCT 17	239.15		0.00
BMO	N	SSYS33731	18321	AMRE SUPPLY (ONTARIO) L TD.	17 OCT 17	1219.16		0.00
BMO	N	SSYS33732	18322	AMY KAVELMAN	17 OCT 17	93.29		0.00
BMO	N	SSYS33733	18323	ARJOHUNT LEIGH CANADA I NC.	17 OCT 17	9394.02		0.00
BMO	N	SSYS33734	18324	BAVARIAN WINDOW WORKS	17 OCT 17	105847.59		0.00
BMO	N	SSYS33735	18325	BELL CANADA*	17 OCT 17	99.63		0.00
BMO	N	SSYS33736	18326	CABBAGE ROSE LANE	17 OCT 17	214.70		0.00
BMO	N	SSYS33737	18327	CAMBRIDGE POOL SUPPLIES	17 OCT 17	232.44		0.00
BMO	N	SSYS33738	18328	CANADA BREAD CO. LTD. T 6249	17 OCT 17	211.89		0.00
BMO	N	SSYS33739	18329	CARDINAL HEALTH CANADA INC.	17 OCT 17	9237.21		0.00
BMO	N	SSYS33740	18331	CORP OF CITY OF CAMBRID GE	17 OCT 17	158.98		0.00
BMO	N	SSYS33741	18332	CULLIGAN	17 OCT 17	49.41		0.00
BMO	N	SSYS33742	18333	DELTA ELEVATOR	17 OCT 17	1379.31		0.00
BMO	N	SSYS33743	18334	DOUG SHANTZ	17 OCT 17	82.14		0.00
BMO	N	SSYS33744	18335	EXECULINK TELECOM	17 OCT 17	1712.46		0.00
BMO	N	SSYS33745	18336	FLANAGAN FOODSERVICE IN C.	17 OCT 17	7094.59		0.00
BMO	N	SSYS33746	18337	FRED ZEHR	17 OCT 17	510.00		0.00
BMO	N	SSYS33747	18338	FREER'S APPLIANCE SERVI CE	17 OCT 17	67.80		0.00
BMO	N	SSYS33748	18339	FRID AND RUSSELL BUSINE SS PRODUCTS	17 OCT 17	352.02		0.00
BMO	N	SSYS33749	18340	G&K SERVICES CANADA INC	17 OCT 17	215.04		0.00
BMO	N	SSYS33750	18341	GERRIE ELECTRIC WHOLESA LE LIMITED	17 OCT 17	676.34		0.00
BMO	N	SSYS33751	18342	GNXCOR INC.	17 OCT 17	258.04		0.00
BMO	N	SSYS33752	18343	GORDON FOOD SERVICE	17 OCT 17	520.58		0.00
BMO	N	SSYS33753	18344	HEATHER CONGDON	17 OCT 17	173.47		0.00
BMO	N	SSYS33754	18345	HESPELER BAPTIST CHURCH	17 OCT 17	100.00		0.00
BMO	N	SSYS33755	18346	INGRID PFOHL	17 OCT 17	156.04		0.00
BMO	N	SSYS33756	18347	JONAS TV & APPLIANCE LI MITED	17 OCT 17	76.83		0.00
BMO	N	SSYS33757	18348	KATIE HAMPTON	17 OCT 17	678.00		0.00
BMO	N	SSYS33758	18349	KIM ATKINS	17 OCT 17	100.00		0.00
BMO	N	SSYS33759	18350	KW PROFESSIONAL ORGANIZ ERS	17 OCT 17	300.00		0.00
BMO	N	SSYS33760	18351	LIFELABS	17 OCT 17	250.00		0.00
BMO	N	SSYS33761	18352	LIVING OUTDOORS LTD.	17 OCT 17	701.73		0.00
BMO	N	SSYS33762	18353	MEGA-LAB MANUFACTURING CO. LTD	17 OCT 17	1642.85		0.00
BMO	N	SSYS33763	18354	NORBERTA TAVARES	17 OCT 17	572.80		0.00
BMO	N	SSYS33764	18355	NUS CONSULTING GROUP	17 OCT 17	2256.34		0.00
BMO	N	SSYS33765	18356	OPTIMAL YOU COACHING	17 OCT 17	30.00		0.00
BMO	N	SSYS33766	18357	PRESTON TOWNE HOME HARD	17 OCT 17	226.26		0.00

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BMO	N	SSYS33767	18358	WARE RICHARDSON FIRE SYSTEMS INC	17 OCT 17	1409.68		0.00
BMO	N	SSYS33768	18359	RIEPERT SALT & SUPPLIES INC.	17 OCT 17	401.83		0.00
BMO	N	SSYS33769	18360	SHALOM COUNSELLING SERV ICES	17 OCT 17	98.00		0.00
BMO	N	SSYS33770	18361	SHRED - IT INTERNATIONA L ULC	17 OCT 17	103.89		0.00
BMO	N	SSYS33771	18362	SIEMENS CANADA LTD.	17 OCT 17	5246.59		0.00
BMO	N	SSYS33772	18363	ST. JACOBS PRINTERY LTD	17 OCT 17	180.24		0.00
BMO	N	SSYS33773	18364	SYLVIA TSANDELIS	17 OCT 17	98.92		0.00
BMO	N	SSYS33774	18365	SYSCO SOUTHWESTERN ONTA RIO	17 OCT 17	6623.44		0.00
BMO	N	SSYS33775	18366	TAMARA COLAIZZI	17 OCT 17	35.83		0.00
BMO	N	SSYS33776	18367	TRANSIT - HOGG FUEL & S UPPLY LIMITED	17 OCT 17	14.23		0.00
BMO	N	SSYS33777	18368	UNION GAS LIMITED	17 OCT 17	23.73		0.00
BMO	N	SSYS33778	18369	WATERLOO APPLIANCE SERV ICE	17 OCT 17	180.81		0.00
BMO	N	SSYS33779	18370	WAYNE BARRY	17 OCT 17	80.21		0.00
BMO	N	SSYS33780	18371	WHIZ-A-TOP SERVICES LTD	17 OCT 17	77.60		0.00
BMO	N	SSYS33781	18374	BELL MOBILITY	25 OCT 17	648.89		0.00
BMO	N	SSYS33782	18375	CORP OF CITY OF CAMBRID GE	25 OCT 17	13813.84		0.00
BMO	N	SSYS33783	18376	ENERGY + INC.	25 OCT 17	5876.56		0.00
BMO	N	SSYS33784	18377	PITNEY WORKS	25 OCT 17	620.37		0.00
	N					523841.10		2700.87
***						523841.10		2700.87
						523841.10		2700.87

161 records listed.